

ALCOAST 387/09, provides information for supplemental advancements for active component members and waivers for the November 2009 SWE.

- The November 2009 SWE will be waived for the following rates:  
BM1, BM2, FS2, and GM2
  - Effective immediately through 31 January 2010 for the rates listed above, a CO or OIC may submit requests recommending eligible members for placement on a supplemental advancement eligibility list when the member meets all [applicable requirements](#).
  - The supplemental advancement lists for GM1 and DC2 will remain in effect until 16 June 2010. Personnel may continue to be placed on this supplemental list until 31 July 2009. Since placement on a supplemental list does not guarantee advancement, all eligible personnel desiring to advance to GM1 or DC2 should take the November 2009 SWE.
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ALCOAST 387/09  
COMDTNOTE 1430

SUBJ: EARLY ADVANCEMENT AUTHORIZATION AND SUPPLEMENTAL ADVANCEMENT PROCEDURES

A. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)  
B. ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL, COMDTINST M1510.2 (SERIES)  
C. COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL, COMDTINST M1020.8 (SERIES)

1. THIS ALCOAST ANNOUNCES EARLY ADVANCEMENT AUTHORIZATION OFF THE MAY 2009 SERVICEWIDE EXAMINATION (SWE) ADVANCEMENT ELIGIBILITY LIST AND WAIVERS OF THE NOVEMBER 2009 SWE.

2. COMPLETION OF LEADERSHIP AND MANAGEMENT SCHOOL IS NOW REQUIRED TO BE ELIGIBLE TO PARTICIPATE IN ANY SWE FOR FIRST CLASS PETTY OFFICER (E6). ALL MEMBERS REQUESTING PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT LIST TO E6 MUST HAVE COMPLETED LAMS AT THE TIME OF THEIR REQUEST.

3. THE NOVEMBER 2009 SWE WILL BE WAIVED FOR THE FOLLOWING RATES:  
BM1, BM2, FS2, GM2.

4. THE GM1 AND DC2 SUPPLEMENTAL ELIGIBILITY LIST WILL REMAIN IN EFFECT UNTIL 16 JUNE 2010. PERSONNEL MAY CONTINUE TO BE PLACED ON THIS SUPPLEMENTAL LIST USING THE PROCEDURES OUTLINED IN THIS ALCOAST UNTIL 31 JULY 2009. SINCE PLACEMENT ON A SUPPLEMENTAL LIST DOES NOT GUARANTEE ADVANCEMENT, ALL ELIGIBLE PERSONNEL DESIRING TO ADVANCE TO GM1 OR DC2 SHOULD TAKE THE NOVEMBER 2009 SWE.

5. ALL MEMBERS AND UNIT COMMANDS ARE REMINDED OF THE GUIDELINES IN ART 5.C.10 OF REF A REGARDING RATINGS REQUIRING ACCESS TO CLASSIFIED INFORMATION. IN ORDER TO MEET THE SECURITY CLEARANCE REQUIREMENT TO ADVANCE IN THESE RATINGS, A PERSONNEL SECURITY INVESTIGATION (PSI) IS REQUIRED EVERY 10 YEARS. THEREFORE, ALL MEMBERS IN CLASSIFIED RATINGS MUST HAVE A CURRENT PSI ON FILE IN DIRECT ACCESS OR MUST SUBMIT A NATIONAL AGENCY CHECK WITH LAW AND CREDIT (NACLC) PACKAGE TO INITIATE THIS INVESTIGATION PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST. THIS REQUIREMENT IS IN EFFECT EVEN IF ACCESS TO CLASSIFIED MATERIAL IS NOT NEEDED IN THE MEMBERS CURRENT POSITION. COMMAND VERIFICATION OF SECURITY CLEARANCE ELIGIBILITY IS ALSO REQUIRED FOR SWE COMPETITION. QUESTIONS CONCERNING SUBMITTING NACLC PACKAGES SHOULD BE DIRECTED TO THE LOCAL SECURITY MANAGER.

6. MEMBERS SEEKING ADVANCEMENT MUST SUCCESSFULLY COMPLETE THE APPROPRIATE E-PME

PERFORMANCE REQUIREMENTS FOR THE NEXT HIGHER PAY GRADE PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST. IN ADDITION, THOSE MEMBERS SEEKING ADVANCEMENT TO E-6 OR E-8 MUST PASS THE APPROPRIATE ADVANCEMENT QUALIFICATION EXAM (AQE) PRIOR TO LIST PLACEMENT. (THERE IS NO E-PME AQE REQUIREMENT FOR ADVANCEMENT TO E5). ADDITIONAL INFORMATION REGARDING E-PME REQUIREMENTS MAY BE FOUND IN REF B AND ON THE INTERNET AT <http://www.tracenpetalum.com/e-pme/>.

7. IN MOST CASES, PERFORMANCE QUALIFICATION GUIDES (PQG) HAVE REPLACED THE OLD CORRESPONDENCE COURSES. FOLLOWING THE PQG PREPARES EACH MEMBER TO TAKE THE WRITTEN EXAM AND DIRECTLY RELATES TO THE ENLISTED PERFORMANCE QUALIFICATIONS (EPQS) THAT MUST BE SIGNED OFF. THE CURRENT EPQS ARE AVAILABLE ON THE INTERNET AT [HTTPS://LEARNING.USCG.MIL](https://learning.uscg.mil). YOU WILL HAVE TO ENTER YOUR EMPLID AND LAST NAME AND ENROLL TO SEE THE EPQS. SINCE CHANGES CONSTANTLY TAKE PLACE TO THIS PROCESS, THE FOLLOWING INFORMATION IS PROVIDED REGARDING THE SPECIFIC PQG (OR CORRESPONDENCE COURSE) REQUIREMENTS AND EPQS THAT MUST BE SUCCESSFULLY COMPLETED PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT LIST:

- A. BM1, COMPLETE THE PQG W/EXAM, EPQS (REV.12-06), AND E-PME.
- B. BM2, COMPLETE THE PQG W/EXAM, EPQS (REV 12-06), AND E-PME.
- C. FS2, COMPLETE THE CORRESPONDENCE COURSE W/EOCT, EPQS (REV 4-06), AND E-PME.
- D. GM2, COMPLETE THE CORRESPONDENCE COURSE W/EOCT, EPQS (REV 10-05), AND E-PME.

8. AS COURSES, PQGS, AND EPQS ARE UPDATED, MORE CURRENT REQUIREMENTS MAY BE RELEASED BY ALCOAST. FOR SPECIFIC QUESTIONS REGARDING THESE REQUIREMENTS, CONTACT THE APPROPRIATE RATING FORCE MASTER CHIEF (RFMC).

9. ONCE A RATE ON THE MAY 2008 SWE ADVANCEMENT ELIGIBILITY LIST FOR E7 AND ABOVE OR A RATE ON THE NOVEMBER 2008 SWE ADVANCEMENT ELIGIBILITY LIST FOR E6 AND BELOW IS CLEARED, PSC-EPM IS AUTH TO ADVANCE PERSONNEL TO FILL VACANCIES USING THE MAY 2009 SWE ADVANCEMENT ELIGIBILITY LIST FOR THAT RATE. IN THOSE CASES, MEMBERS APPEARING ON THE MAY 2009 SWE ADVANCEMENT ELIGIBILITY LIST WHO WOULD NORMALLY MEET THE TIG AND SEA DUTY REQUIREMENTS BY 01 JANUARY 2010 (E7 AND ABOVE) OR 01 JULY 2010 (E6 AND BELOW), WILL BE GRANTED A WAIVER OF THOSE REQUIREMENTS FOR THE PURPOSE OF ADVANCING EARLIER. THIS WAIVER APPLIES ONLY TO THOSE PERSONNEL APPEARING ON THE SWE ADVANCEMENT ELIGIBILITY LIST. IT DOES NOT APPLY TO PREREQUISITES FOR SUPPLEMENTAL LIST PLACEMENT.

10. EFFECTIVE IMMEDIATELY THROUGH 31 JANUARY 2010 FOR THE RATES LISTED IN PARA 3, A CO OR OIC MAY SUBMIT REQUESTS RECOMMENDING ELIGIBLE MEMBERS FOR PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST WHEN THE MEMBER MEETS ALL APPLICABLE REQUIREMENTS IDENTIFIED IN ART 5.C.4.B.1 OF REF A AND THE SUPPORTING INFORMATION IS VIEWABLE IN DIRECT ACCESS. EACH MEMBERS STANDING ON THE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST IS BASED SOLELY ON THE DATE-TIME-GROUP (DTG) OF THE REQUEST MSG. COMMANDS SHOULD SEND A MSG AS SOON AS THE MEMBER MEETS ALL ADVANCEMENT ELIGIBILITY REQUIREMENTS AND SHOULD CONTACT PPC(ADV) IF AN ACKNOWLEDGEMENT MSG IS NOT RECEIVED WITHIN FIVE WORKING DAYS. PPC(ADV) WILL ONLY USE DTG REFLECTING THE ACTUAL TIME OF RELEASE OF THE MSG. BACKDATING THE DTG IS NOT PERMITTED. COMMANDS REQUESTING PLACEMENT OF MORE THAN ONE INDIVIDUAL (REGARDLESS OF RATING) ON THE SAME DAY MUST SUBMIT A SEPARATE MSG WITH A DIFFERENT DTG FOR EACH INDIVIDUAL. UPON RECEIPT OF A NOTIFICATION MSG, PPC(ADV) WILL PLACE THE MEMBERS NAME IN THE NEXT POSITION ON THE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST FOR THAT RATE PROVIDED ALL PREREQUISITES HAVE BEEN MET. IF A REVIEW OF THE INFORMATION IN DIRECT ACCESS INDICATES MISSING PREREQUISITES, A REPLY MSG WILL BE PROVIDED WITH ACTION REQUIRED. ONCE ACTION IS COMPLETED, COMMANDS MUST SUBMIT ANOTHER SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST RECOMMENDATION VIA MSG.

11. NOTE: NON-RECEIPT OF REQUIRED ENLISTED EMPLOYEE REVIEWS (EER) WITHIN CURRENT PAY GRADE CONTINUES TO BE THE PRIMARY MISSING PREREQUISITE. COMMANDS MUST PAY SPECIAL ATTENTION TO STATUS OF EERS WHEN SUBMITTING A PLACEMENT MSG. THE MOST RECENT REQUIRED EER MUST APPEAR IN THE EMPLOYEE REVIEW SUMMARY SECTION TO BE CONSIDERED FINAL. COMMANDS MAY VERIFY SUCCESSFUL DIRECT ACCESS UPLOAD AS FOLLOWS, HOME: DEVELOP WORKFORCE: PLAN CAREERS: INQUIRE: EMPLOYEE REVIEW SUMMARY. IN THE MEMBERS EMPLOYEE REVIEW SUMMARY PAGE, SELECTING THE REFRESH SUMMARY BUTTON WILL REVEAL THE LATEST EER SUBMITTED. CONFIRMATION OF THE EMPLOYEE REVIEW SUMMARY UPDATE MUST BE COMPLETED BEFORE SUBMISSION OF MESSAGE REQUEST.

12. A CO OR OIC MUST SUBMIT THE RECOMMENDATION VIA MSG TO COGARD PPC TOPEKA KS//ADV// INFO COMCOGARD PSC ARLINGTON VA//EPM-1/EPM-2// [Note: Corrected PLAD, it originally read "PERSCOM". Ed.] FOR PLACEMENT ON A SPECIFIC SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST IN THE FOLLOWING FORMAT.

SUBJ: ACTIVE DUTY SUPPLEMENTAL ADVANCEMENT ELIGIBILITY REQUEST

1. LIST FOR WHICH RECOMMENDATION IS SUBMITTED (E.G., BM2)
2. MEMBER RATE, NAME, AND EMPLOYEE ID
3. DATE OF RANK IN CURRENT PAY GRADE
4. COMPLETION DATES FOR:
  - A. RATING EPQ
  - B. E-PME PERFORMANCE REQUIREMENTS
  - C. RATING EOCT OR PQG EXAM
  - D. E-PME AQE (E6 ONLY)
  - E. ADDITIONAL ADVANCEMENT (COMPETENCY) REQUIREMENTS
5. DATE OF CURRENT PSI ON FILE OR SUBMISSION DATE OF NACLC PACKAGE (ET, GM AND PA ONLY)
6. EFFECTIVE DATE OF MEMBERS LAST EER IN CURRENT RATE/PAY GRADE ALONG WITH A STATEMENT INDICATING WHETHER THE MEMBER MEETS THE STANDARDS, AND RETAINS THE COMMAND RECOMMENDATION FOR ADVANCEMENT.
7. A STATEMENT THAT ALL RELEVANT DIRECT ACCESS DATA FOR THE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST HAS BEEN VERIFIED AND IS VIEWABLE IN DIRECT ACCESS.
8. UNIT POC, CONTACT EMAIL, AND PHONE NUMBER
9. RELEASED BY (NAME OF CO OR OIC)

13. AS A REMINDER, PERSONNEL RECOMMENDED FOR SUPPLEMENTAL ADVANCEMENT MUST HAVE A MINIMUM OF 12 MONTHS GOOD CONDUCT ELIGIBILITY PRIOR TO LIST PLACEMENT. MEMBERS WHO EXCEED THEIR MAXIMUM ALLOWABLE WEIGHT AND BODY FAT STANDARDS MAY BE PLACED ON A SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST, BUT THEY MAY NOT BE ADVANCED UNTIL THEY ARE IN COMPLIANCE WITH WEIGHT STANDARDS IAW REF C.

14. UPDATED VERSIONS OF SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LISTS WILL BE POSTED MONTHLY ON THE PPC INTRANET LINK AT: <http://cgweb.ppc.uscg.mil/adv/suppstriker/default.asp>

15. FOR SUPPLEMENTAL ADVANCEMENT LIST PLACEMENT QUESTIONS CONTACT YNC RONY HARDEN, PPC(ADV), 785-339-3410. FOR GENERAL ENLISTED POLICY QUESTIONS CONTACT YNCs CRYSTAL A. SPARKS, COMDT (CG-1221), 202-475-5373.

16. RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

17. INTERNET RELEASE AUTHORIZED.